



FEDERAL GRANTS MANAGEMENT
MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
PO BOX 480, JEFFERSON CITY, MO 65102-0480
TITLE I, PART D DELINQUENT INSTITUTION SELF-MONITORING CHECKLIST

2005-2006

School District _____ County-District Code _____
Federal Programs Coordinator _____

Districts with Delinquent Institutions during the 2005-2006 school year must complete this form and send it to:
Federal Grants Management, PO Box 480, Jefferson City, MO 65102-0480.

IT MUST BE POSTMARKED BY FEBRUARY 28, 2006.

Directions

1. Respond to each of the following monitoring requirements by placing an appropriate code (*see below*) on the line to the left of the item. **Responses are required on each lettered item**, and documentation proving compliance must be kept on file at the district.
2. Place a checkmark in all appropriate boxes under Evidence Sources to indicate the type of supporting documentation you have available. The documentation of evidence sources must be on file at the district for review. Do not send copies of evidence sources to Federal Grants Management.
3. If you have any questions, contact Federal Grants Management (573) 751-6762 or Federal Financial Management (573) 751-8643; Fax (573) 526-6698 or e-mail webreplyFinancialMgmt@dese.mo.gov.

Code Key

- DC** = District Compliant: A review indicates compliance. When using this code, the district must have the documentation readily available for review by Federal Grants Management, if requested.
- DR** = District Resolving: A review indicates a compliance discrepancy. When using this code, use the comment section to explain how the district intends to resolve the discrepancy and the intended time frame for completion.
- DA** = District Assistance: The district requests assistance. A supervisor from Federal Grants Management will contact the district to arrange for assistance.
- NA** = Not Applicable to this district.

Assurances

The authorized representative assures the Department of Elementary and Secondary Education that the district shall:

1. Receive and expend federal funds in a manner consistent with the intent of the approved application.
2. Keep such records for a period of three years and provide such information as may be necessary for the fiscal program auditing and for program evaluation; provide the Department of Elementary and Secondary Education any information it may need to carry out its responsibilities under the programs.
3. Adhere to the requirements of the applicable federal statutes and regulations, the state rules governing the programs, and all other applicable statutes, including: Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendment of 1972; Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Gun-Free Schools Certification.

The board-authorized representative understands the assurances and the responsibility for compliance placed upon the applicant. The applicant will refund directly to the Department of Elementary and Secondary Education the amount of any funds made available to the applicant that may be determined by the Department, or an Auditor representing the Department, to have been misspent or otherwise misapplied.

Authorized Representative

Date

KEY:**DC = District Compliant****DR = District Resolving****DA = District Assistance****NA = Not Applicable to this district**

General Provisions

Note: Additional information regarding these requirements may be found in the Consolidated Federal Programs Administrative Manual – July 2005, General Provisions pages 9-18. This document is available at <http://dese.mo.gov/divimprove/fedprog/>

1. Accounting Requirements:

- a. _____ Separate and identifiable accounting records for receipts and expenditures in each program are maintained.
- b. _____ The district provides documentation that funds are obligated (purchase orders made or services contracted) only between the time of project approval and the end of the grant period.
- c. _____ All records are kept for three years after the close of the fiscal year in which funds were expended and until any pending audits and findings and recommendations from audits or monitoring have been completed or resolved.
- d. _____ The Title I, Part D, Delinquent Programs - Report of Expenditure and Services agrees with district accounting records.

Evidence Sources:

- ☐ Copy of district accounting records for Title I.D
- ☐ Purchase Orders and Invoices with date of obligation.
- ☐ Report of Expenditures and Services (Form MO 500-2396)

2. Documentation Related to Payment of District Staff

The Core Data Program Code and caseloads are correct for FTEs and consistent with the application.

- a. _____ There is documentation of time worked and amount paid for partial FTEs, administrative pool duties, stipends and out-of contract time.

Evidence Sources:

- ☐ Time and effort logs
- ☐ Work schedules
- ☐ District workshop sign-in sheets

- b. _____ The district biannually certifies that all full-time staff funded from a single federal funding source or from an established funding pool (such as the administrative pool) are conducting activities consistent with the purposes of the funding source(s).

Evidence Source:

- ☐ Single Funding Certification form(s) completed and on file in the district

3. Inventory:

- a. _____ A centralized inventory control system, including all required components, accounts for all equipment purchased with federal Title I.D dollars.
- b. _____ Capital outlay purchases are consistent with the application.
- c. _____ District labels all inventory items purchased with federal funds (program name and date of purchase).
- d. _____ A physical inventory of items has been performed and the results reconciled with the inventory records within the past two years.

KEY:**DC = District Compliant****DR = District Resolving****DA = District Assistance****NA = Not Applicable to this district****Title I. D: Program Requirements**

Note: Additional information regarding these requirements may be found in the Consolidated Federal Programs Administrative Manual – July 2005, pages 51-54. Some requirements are noted by the appropriate section of the No Child Left Behind Act of 2001. Both of these documents are available at <http://dese.mo.gov/divimprove/fedprog/>

1. Delinquent Institution License

- a. ____ The delinquent institution is licensed.

Evidence Sources:

- ☐ Delinquent Institution license or legal documentation for existence

2. Delinquent Institution Caseload

- a. ____ The October caseload data at the institution has been reviewed and verified and agrees with the count submitted on the annual survey.

Evidence Sources:

- ☐ Annual Survey of Children in Local Institutions (MO 500-0294)
☐ Verify counts: resident in October, ages 5-17, institution admission and discharge dates

3. Delinquent Institution Plan *Section 1423 (1-13), Section 1425 Section (1-11)*

- a. ____ The district has an approved Delinquent Institution Plan and implements activities according to the plan.

Evidence Sources:

- ☐ Delinquent Institution Program Plan
☐ Documentation of current activities
☐ Agreements between LEA and correctional facility including 11 required activities (Plan Appendix A)

4. Annual Evaluation Process *(see Administrative Manual, p. 53) Section 1431:*

- a. ____ The district conducts an annual evaluation of their prevention and intervention programs for youth who are delinquent or at risk of dropping out.
b. ____ The evaluation is used to determine the program's impact on students.
c. ____ Participation data is disaggregated by gender, by race/ethnicity, and by age.
d. ____ Evaluations use multiple and appropriate measures of student progress (pre/post test data, GED data, high school diploma, vocational services, etc.).

Evidence Sources:

- ☐ Annual Program Evaluation of Title I – Part D (MO 500-2114)
☐ Assessment instruments utilized

5. Coordination

- a. ____ Written documentation indicates that coordination occurs between the LEA and the institution regarding Title I.D services.

Evidence Sources:

- ☐ Documentation of one or more of the following: shared instructional objectives, joint planning time, shared lesson plans, quarterly objective sheets, individual student plans, Comprehensive School Improvement Plan (CSIP).

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Comments for items indicated DR – Please include plan and time frame for resolution: